**Goals Portfolio**

**The following are suggestions for compiling and documenting goals for annual evaluations:**

1. Get department chair approval of goals.

2. Make sure goals are clearly stated and organized within the portfolio.

3. Provide evidence of goal attainment in teacher portfolio and label as **Goal 1**, **Artifact 1**, etc. (See

evaluator for suggested number of artifacts – usually 2-3.)

4. Include a reflection statement which discusses whether goals have been reached, and possible

reasons for not reaching them.

**To add for your own benefit:**

1. Copy of pre-observation form

2. Copy of post-observation form

3. Copy of final evaluation (if available)

**Planning Chart**: make note of the materials you plan to use as artifacts/evidence of goal completion.

|  |  |
| --- | --- |
| **Goal # 1** | **Artifacts/Evidence** |
| **Goal # 2** | **Artifacts/Evidence** |
| **Goal # 3** | **Artifacts/Evidence** |